



**PARKS AND RECREATION ADVISORY COMMISSION  
MINUTES  
August 02, 2007**

**Attendees:**

**Parks and Recreation Advisory Commission Members**

		<b>Committee Membership</b>
<b>Jack Griffin, Vice Chairman</b>	Bermuda District	Capital Projects Committee Athletics Activities Committee Background Checks Committee
Lynn Crump	School Board	Capital Projects Committee, Outreach, Greenways Advocacy Committee and Future Visions Committee
Bob Terrell	Dale District	<b>Chair, Athletics Activities Committee</b> Capital Projects Committee, Background Checks Committee
Will Shewmake	Midlothian District	<b>Chair, Outreach and Greenways Advocacy Committee</b> Future Visions Committee Athletic Activities Committee
Jose Sanchez	Clover Hill District	Capital Projects Committee Athletic Activities Committee
Earl Gee	Matoaca District	<b>Chair, Budget Committee</b> Athletics Activities Committee

**Absent:**

<b>Frank McDavid, Chairman</b>	Clover Hill District	Member of All PRAC Committees
Annette Schanz	Matoaca District	Outreach and Greenways Advocacy Committee, Athletic Activities Committee, Capital Projects Committee
Jim Beck	Bermuda District	Capital Projects Committee Budget Committee
Ron Maxey	Midlothian District	<b>Chair, Future Visions Committee</b> Capital Projects Committee
Dennis Harding	Dale District	Athletics Activities Committee Budget Committee

**Parks and Recreation Staff**

Rebecca Dickson, Deputy County Administrator, Human Services

Mike Golden, Director, Primary Liaison, By-laws Committee and Future Visions Committee

Lynell McClinton, Chief of Finance, Primary Liaison Budget Committee

Phil Innis, Assistant Director, Primary Liaison Athletic Activities, Outreach & Greenways, and  
Background Checks Committee

Bruce Dove, Assistant Director, Liaison Budget, Capital Projects and Future Visions Committee

Mark Askin, Chief of Parks, Liaison Outreach and Greenways and Budget Committees  
 Stuart Connock, Jr., Chief of Parks Design and Construction, Primary Liaison, Capital Projects Committee  
 Bill Carlson, Athletics Manager, Liaison Athletic Activities, Capital Projects and Background Checks Committees  
 Doug Salyers, Liaison Budget Committee  
 Rebecca J Parker, CPS/CAP, Secretary

### 2007 Standing Committee

Budget	Capital Projects	Athletics Activities	Background Checks	Outreach and Greenways
Earl Gee, Chair	Jack Griffin, Chair	Bob Terrell, Chair	Bob Terrell, Chair	Will Shewmake, Chair
Dennis Harding	Lynn Crump	Annette Schanz	Jack Griffin	Lynn Crump
Jim Beck	Annette Schanz	Earl Gee	Frank McDavid	Annette Schanz
Frank McDavid	Ron Maxey	Jack Griffin		Frank McDavid
	Jim Beck	Dennis Harding		
	Bob Terrell	Will Shewmake		
	Frank McDavid	Frank McDavid		
	Jose Sanchez			

### Future Visions

Ron Maxey-Chair
Will Shewmake
Lynn Crump
Frank McDavid

### Speakers on Scheduled and Unscheduled Matters

Lou Lipa	Chesterfield Metro Football
Mike Hairfield	CQL
Scott Williams	Civil War Sites Update
Charles Batchelor and Lisa Kopecko	Village of Midlothian Volunteer Coalition-Watkins Annex Park
Jeff Pointer, Vice President	Gates Athletic Association

### 🌀 Parks and Recreation Advisory Commission Mission Statement 🌀

**Working in partnership with the public, Parks and Recreation Department, and the Board of Supervisors, Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County's ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a *First Choice Community* such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County's citizens and determining how best to meet those needs.**

**I. Vice Chairman Jack Griffin called the meeting to order at 7:00 p.m.**

**Meeting Procedures:**

Vice Chairman Griffin advised attendees that there was a sign-up sheet available for anyone that wished to speak.

**II. Non-Sectarian Invocation:**

Vice Chairman Jack Griffin led the assembly in a prayer giving thanks for guidance, wisdom, mercy and grace.

**III. Pledge of Allegiance:**

Mike Golden led the assembly in the *Pledge of Allegiance*.

**IV. Approval of May 03, 2007, Minutes:**

Bob Terrell made a motion to waive the reading of the minutes and approve them as written. Lynn Crump seconded the motion. There was no further discussion. The motion was approved with unanimous vote.

**V. Public Comments on Agenda Items**

Vice Chairman Griffin invited Scott Williams to speak to the assembly about Civil War Parks.

Mr. Williams said he was the Chairman of the Civil War Sites Committee; one of many sub-committees with the Historical Society. Mr. Williams advised that George Fickett was the previous chairman, and he credited the efforts of Mr. Fickett for the Civil War Park sites in the County. Mr. Williams distributed the following details concerning projects at Chesterfield Civil War Parks, along with a map of the various sites.

**Projects at Chesterfield Civil War Parks**

The Chesterfield Historical Society has been working closely with neighborhood associations, Boy Scout Troops, and volunteer organizations to do some much needed cleanup and repairs at several Civil War parks in Chesterfield. In 2006 and 2007, we focused on Battery Dantzler Park and Howlett Line Park. This fall we hope to expand our efforts to recently acquired parks at Ware Bottom and the Ramblewood Forest subdivision (tentatively named Ware Bottom Park and Sgt. Engles Park). Our goal is to increase awareness of these valuable historic resources in the community and to promote them as tourist destinations.

**Projects at Civil War Parks**

Volunteers replaced the observation deck at Battery Dantzler that was damaged by Hurricane Isabel. The project also included the construction of a handicap ramp to the observation area. Funding was provided by Supervisor Dickie King's Bermuda District Improvement Fund, Chester Station Camp #1503 S.C.V. and corporate donations. Members of the Chester Station Camp did all of the construction work on the project. A dedication ceremony was held on March 25, with author John Quarstein of the Virginia War Museum in Newport News as the keynote speaker. Total Funds Raised: \$10,000

Scouts from **Troop 817** replaced the parking lot fence and entrance sign at Battery Dantzler. Scouts also cleared years of growth and brush from the entrenchments. Total Funds Raised: \$1,600

In January, Scouts from **Troop 877** cleared brush and hauled mulch at Howlett Line Park. Troop 877 also donated money for new interpretive signs at the park. Total Funds Raised: \$500

The Historical Society provided funds to purchase interpretive signs to replace those that had been damaged at Battery Dantzler, Howlett Line and Fort Wead. Volunteers created the wording, graphics, and layout for the signs and installed them in the parks. Total Funds Raised: \$700

The Historical Society raised money to purchase a Civil War Trails sign for Battery Dantzler Park. The Historical Society also worked with other preservation groups and raised enough money to purchase a sign at Chesterfield Courthouse and another sign at Campbell's Bridge in Ettrick.

Total funds raised for Civil War Trails Signs: \$6,300

### **Future Projects**

The Historical Society is working with Parks and Recreation and Environmental Engineering to obtain approval for grant funds to create parking lots at Ware Bottom Park and Sgt. Engles Park. The funds are from a grant issued to Environmental Engineering to promote the use of low impact designs. We are anticipating approximately \$40,000 for design and construction at these parks. Currently, Ware Bottom and Sgt. Engles are not open to the public because they lack parking facilities, trails and interpretive signs.

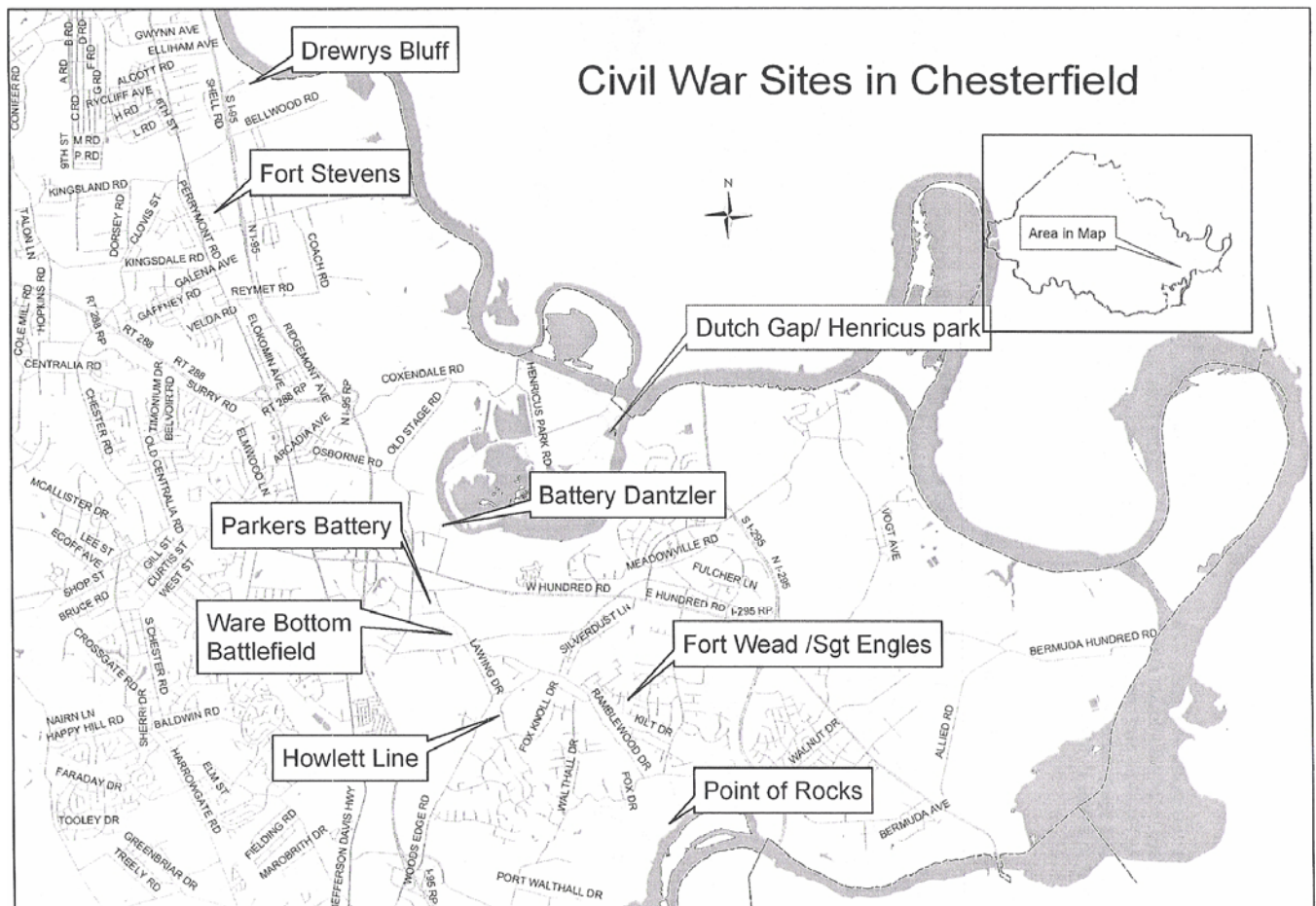
A summer intern is currently updating and expanding the **Bermuda Hundred Campaign** driving tour. An updated booklet will be available next spring.

### **Summary**

In the past two years, volunteers have collected over \$19,000 and contributed hundreds of hours of labor to Chesterfield's Civil War Parks. There are several other parks that are in need of signs, trails and parking. The Historical Society will continue to partner with Parks and Recreation to maintain and interpret these sites. While the community has been generous in donating funds, the Historical Society is hoping that in the future a small amount of money may be budgeted for these efforts. This will help ensure that these parks remain in good condition and continue to be a valuable resource to the County.

Contact: Scott Williams [williamss@chesterfield.gov](mailto:williamss@chesterfield.gov) 768-7805.

On behalf of the Commission, Vice Chairman Griffin thanked Mr. Williams for his informative presentation.



## Public Hearing:

### Fall Facility Assignments for Baseball/Softball, Cheerleading, Football, Field Hockey/Lacrosse and Soccer

Vice Chairman Griffin opened the public hearing on *Fall Facility Assignments for Baseball/Softball, Cheerleading, Football, Field Hockey/Lacrosse and Soccer*. After a brief discussion with Jeff Pointer, Vice President of the Gates Athletic Association, about the distribution process to the leagues for facility assignments, the hearing was closed. Jose Sanchez made a motion to approve the fall facility assignments as recommended by the Parks and Recreation staff. Lynn Crump seconded the motion. There was no further discussion and the motion was unanimously approved.

## Public Comments:

### **Chesterfield Quarterback League – Mike Hairfield**

Mike Hairfield reported that football practice for 31 associations begins Monday.

Mr. Hairfield discussed concerns about the destruction of football fields by all-terrain vehicles at Daniel Park at Iron Bridge and Salem Church Middle School. Mr. Hairfield also reported that approximately 50 non cosponsored soccer players were playing at Daniel Park on a football field that was closed. Mike Hairfield pointed out that repairing fields after these destructive activities has an impact on the County budget and he asked that the problem be addressed.

Mike Hairfield thanked the Commission and Parks and Recreation for their support and expressed his hopes that a solution to the destruction of fields could be found.

### **Chesterfield Metro Football – Lou Lippa**

Lou Lippa advised the Commission that his group was working with youth from Bellwood so that they could have play time. There has been a decline in youth sports participation in the Dale and Bermuda districts.

Lou Lippa reported that the fields at Carver are receiving so much use that the Bermuda grass might not be able to recover. Mr. Lippa suggested that another football field at Carver, in the area right of the existing Carver field, could be created with some grading, or play could be shifted to Harrowgate. Mr. Lippa also said that a fence would help to protect the field at Carver. Bill Carlson explained that usage has increased partially because AISL has been moved to play at Carver on Sundays.

Vice Chairman Griffin thanked Mr. Lippa for the efforts to work with the associations that have experienced a decline in youth participation, and he stressed the need for motivated volunteers.

## **VI. New Business**

### **Public Facilities Plan: Stuart Connock, Jr.**

Stuart Connock, Jr. distributed a synopsis of the updates to the *Comprehensive Plan* for Parks and Recreation. Mr. Connock explained that the Planning Department includes information from the *Comprehensive Plan* in the *Public Facility Plan* for the County. Two public meetings were held in June, and input gathered from the meetings was considered in updating the *Comprehensive Plan*. Mr. Connock noted Parks and Recreation included standards in the update that were benchmarked with the *Virginia Outdoors Plan*. Mr. Connock advised that a new initiative was undertaken to create a database of information on youth sports participants (30,000 entries); this information was then plotted through GIS; the resulting maps detail the location of participation and facilities. In 2012, when the plan is updated, this updated information could be used for trend analysis. The updates distributed included the following: Plan Actions to Date; Background Information; Level of Service Information; Site Selection Criteria; Facility Recommendations and Timing and Maps of Recommendations.

Mr. Connock discussed the recommended updates to the **Level of Service Information** in reference to **Park land Acquisition**. Acquisition guidelines were updated from 8 acres per 1,000 to 9 acres per 1,000 of population. Acreage for Community Parks was updated from 2 to 3 acres per 1,000 of population. **Site Selection Criteria updates** included changes to park size standards as follows: Regional Parks

were changed from 100-500 acres to 125-250, Community Parks were changed from 20-99 acres to 40-125 acres and Neighborhood Parks were changed from 5-20 acres to 10-40 acres. Multiple community parks could meet the need for regional Parks. The Commission discussed the need to include language that could provide **flexibility** in park land acquisition standards. Mr. Connock noted that the category of Special Purpose Parks does not have a minimum size.

Mr. Connock discussed the updated **timetable for acquisition** and noted that lead time to purchase land ahead of need was included. The emphasis is on Community Parks close to users.

**Facility Recommendations** were updated to include senior centers that could grow into community centers, which could include gyms.

The updates also include only two categories of sports fields; **rectangular sports fields** for soccer, football, lacrosse and field hockey and **ball fields** for softball and baseball.

Stuart Connock invited Commission members to the Capital Projects Committee meeting on August 30, at 5:30 p.m., at Parks Central Maintenance Office.

Mr. Connock introduced Janet Leimberger, the newly hired Capital Projects Planner for the Design and Construction section of Parks and Recreation.

Vice Chairman Griffin noted that Parks and Recreation staff has expended a great deal of effort into updating the *Comprehensive Plan*. Mr. Griffin encouraged athletic leagues and associations to submit correct roster information so that when their data is entered into the GIS system, valid trends can be developed for future updates of the plan.

#### **Watkins Annex: Charles Batchelor and Lisa Kopecko**

Mr. Charles Batchelor advised that a meeting held at the Midlothian Baptist Church, with the Village of Midlothian Coalition and County staff, had resulted in enthusiasm about the potential for Watkins Annex Park. Mr. Batchelor pointed out that a park on this County-owned property at Watkins Annex could offer local use by a growing community and could provide some much needed athletic practice space. Also, of historic interest in this area is the Midlothian Baptist Church, the oldest church in the County.

Mike Golden explained that Watkins Annex is a six-acre site in the Village of Midlothian, which is owned by the County and assigned to the School Board. The Annex is currently used by the Senior Lifelong Learning Institute during the day and remedial studies for school students in the evening hours. Currently, there are two, lighted basketball courts, an existing lighting system for a baseball field and a gravel parking lot. There are also public utilities in place and existing building space. Bill Carlson pointed out that several athletic groups were interested in this proposal. The Commission discussed plans that could include a walking trail system, a lighted rectangular practice field, backstop practice – ball field, picnic shelter and area, playground, basketball court, tennis practice backstop, renovated parking and restroom access. Will Shewmake advised that Wal-Mart had generously donated funds to the Coalition to be spent at their discretion. Ms. Kopecko pointed out that there was a lot of development in this area (Jefferson Green, etc.), and this park could provide varied recreation to the surrounding

community. Mr. Batchelor said their immediate goal was to gain approval from the County for the development of the park with the understanding that when developed, the County would maintain the property. Stuart Connock advised that this project would be consistent with the CIP and that the CIP for FY09-14 is currently being developed. Bruce Dove advised that a draft of the CIP will be presented at the September PRAC meeting and in February, the plan will be reviewed by County executive staff and then go to the Board of Supervisors. Stuart Connock advised Mr. Batchelor and Ms. Kopecko about the March public budget hearing before the Board of Supervisors, at which time they could request the addition of this project to the budget. Will Shewmake requested that the plans developed by Stuart Connock be distributed to full Commission and to the leagues for their input on use and funding. Mr. Shewmake said that this was possibly an opportunity for a private/public partnership to fund the project. Ms. Kopecko advised that the Coalition would begin fundraising when a plan was in place. Vice Chairman Griffin asked that discussions about the Watkins Annex be added to the Capital Projects meeting agenda for August 30.

## **VII. Parks and Recreation Director's Remarks:**

Mike Golden said that the football season and fall soccer season was approaching and that two of the locations scheduled for use by these groups are Providence and Salem Middle Schools. The bids for concession stands at Providence and Salem Middle Schools have been received and the projects are underway. The concession trailers should be delivered the end of August. Utility work and restrooms will be completed at a later date, in the fall.

Mike Golden reported that in his opinion, the *Godspeed Event* at Henricus Historical Park, part of the Jamestown 2007 Celebration, was one of the best Chesterfield County historical events. The *Godspeed* sailed to Henricus from Jamestown. Mike Steen was the interpreter aboard the *Godspeed*. The event was coordinated by Richmond Region. Volunteers came together from Henrico County, the Henricus Foundation and Chesterfield County administration and staff to make the event a success. Staff worked on the site preparations up to the last minute. Mt. Malady Hospital was also opened. Bruce Dove's staff was in charge of the parking for the 18,000 visitors that attended the four day event. Lynn Crump said that she and Ron Maxey attended the *Godspeed* event and were very impressed with the event and the site.

Mr. Golden also advised that Parks and Recreation is in the process of hiring a part-time position (20-30 hours) to help athletic associations and leagues (talk to PE teachers, athletic groups, and encourage youth to participate).

## **VIII. Accept Parks and Recreation Staff Reports:**

### **Economic Development Report**

Phil Innis distributed copies of the *Athletic Tournament Economic Impact Formula*, the *Athletic Tournament Economic Impact Information Form* (page 9), the *2007 NSA Softball Tournament Economic Impact* calculations and the *Athletic Tournament Economic Impact Examples* from 2003-2006, applying the formula. The *Athletic Tournament Economic Impact Information Form* will be given to the athletic groups, when they initially meet with Parks and Recreation about their tournament plans. After the forms are returned, the information provided would be used for the annual Economic Impact Report. For the economic impact formula, the Athletic Committee benchmarked with Sports Backers and the Richmond Convention Bureau and developed a dollar figure per participant, per day. This figure was



modified (somewhat lower) for Chesterfield's use. Using this formula, the recent NSA tournament produced \$1,465,000 in revenues for the County. Vice Chairman Griffin requested that the Economic Impact form be available on the Parks and Recreation website. Mike Golden said that tournament organizers, who did not meet with the Parks and Recreation Department prior to their tournament, could benefit by having the form available on the website. Phil Innis noted that the form would be placed in the Sports Manual.



**Chesterfield County, Virginia  
Department of Parks and Recreation**

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Michael S. Golden  
Director

**Athletic Tournament Economic Impact Information**

**Name of Tournament:**

**Tournament Dates:**

**Total Number of Teams:**

**Average Number of Players per Team:**

**Total Number of Local Teams:**

**Total Number of Visiting Teams:**

**Tournament Highlights:**

Providing a FIRST CHOICE community through excellence in public service

**Cosponsored Information:**

Bill Carlson advised that all the Co-sponsorship information had been received and that information for spring is needed.

**Synopsis of Meetings Minutes**

Bill Carlson reported that beginning this month, a synopsis of meeting information would be distributed to PRAC members.

**Non Athletic Groups Reports**

Lynn Crump requested that non-athletic cosponsored groups be invited to PRAC to give a report on their organizations, beginning in 2008.

**IX. Deferred Business**

The Athletic Activities Committee was asked to consider the following issues at their next meeting:

- AAU
- Standardization of Rosters
- Abuse of Fields

**X. Recommendations for Agenda Items for September 06, 2007, meeting at the Central Library:**

- Public Facilities Plan Update
- Public Hearing on Winter Athletic Facility Assignments
- Public Hearing on Sports Facilities Opening and Closing Dates 2008
- Spring/Summer Athletic Leagues Reports
- Athletic Committee Report on Meeting – AAU, Standardized Rosters, and Abuse of fields

**XI. Adjournment: 8:45 p.m.**

Minutes respectively submitted by Rebecca J. Parker, CPS/CAP

<b>The next meeting will be held on Thursday, September 06, 2007, at the Central Library</b>
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